WORK ORDER FOR COURT REPORTER SERVICES

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Submit Invoices to: Department of Justice, Accounting Office 1300 | Street, Room 810 Sacramento, CA 95814

(1) 1/2 - 1 - 0 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1		1,0		
(1) Vendor Contact Information (name, address, business phone number):) Date:	
DEBORAH K. GACKLE, RPR, CSR Official Reporter			or 26, 2011	
United States District Court		(3	(3) Federal Tax ID Number:	
Central District of California 312 North Spring Street, Room 402-A		,		
Los Angeles, California 90012		-		
(213) 620-1149		(4) Vendor DVBE/SB Cert. Number	
(5) Department of Justice Matter ID Number:	(6) Case Name:			
00002215LA2008504033	Daniel Larsen v. Adams			
000022131.7200004000	Danier Eargen V. Adams			
(7) Amount Approved: (8) Approved Period	of Service:	(9) Invoice	Number:	
\$99.00				
(10) Nature of Service (check all that apply):				
deposition	other (explain):			
transcript preparation				
appearance fee				
(11) Selected least expensive court reporter (based of	on cost per page) from the	court repoi	rter approved list?	
Yes 🗵 No				
(11a) If no, check box that applies or explain below:				
copy of court room transcription	other (explain):			
opposing counsel made selection	, , ,		•	
does not provide required service				
did not receive satisfactory performance	20			
and not receive suitablestery performance				
(12) DAG Initiating Work (signature required): (13) Date: (14) Typed Name and Title:			Title:	
	Apr 26, 201 Eric J. Ko	hm, Deputy /	Attorney General	
(15) Division/Section:	(16) City:		(17) Telephone Number:	
Los Angeles Crim. Law Division/AWT Section	Los Angeles		(213) 897-2273	
(18) Approval for Expenditure (signature required):	(19) Date: (20) Type	(20) Typed Name and Title:		
Peule Ostanosala	Apr 28, 201 Pamela (Pamela C. Hamanaka, Senior Assistant Attorney General		
			The second secon	
For Accounting Office Use Only				
(21) Work Order Number: (22) Vendor Number	er:			

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The JUS A-15 (WORK ORDER FOR COURT REPORTER SERVICES) has been designed to meet the requirements for procurement of a specific type of service.

This form is NOT to be used for any other purpose.

- (1) VENDOR CONTACT INFORMATION Enter the vendor's name, business address (including zipcode) and business phone.
- (2) DATE Enter the date this form is being completed.
- (3) FEDERAL TAX ID. NO. Enter the vendor's ID number. For assistance, contact DAS Accounting at (916) 324-5083 or (916) 324-5121.
- (4) VENDOR CERT. NUMBER IF DVBE/SB Provide Disabled Veteran's Owned (DVBE) or Small Business (SB) certificate number if the vendor has been certified by Department of General Services Office of Small Business & Disabled Veteran Business Enterprise Services. For assistance contact the DAS Contracts Unit at (916) 327-4154.
- (5) DEPT. OF JUSTICE MATTER ID NUMBER Enter the Department of Justice 20-digit matter ID number.
- (6) CASE NAME Enter the case name as it appears in ProLaw.
- (7) AMOUNT APPROVED Enter the dollar amount approved for payment, not to exceed \$5,000.00
- (8) APPROVED PERIOD OF SERVICE Enter the beginning and ending dates of service.
- (9) INVOICE NO(S) Enter the vendor's invoice number(s).
- (10) NATURE OF SERVICE Check the applicable box for the type of court reporter services acquired, e.g. deposition work, appearance fee, copies, transcript preparation, or other.
- (11) SELECTED LEAST EXPENSIVE COURT REPORTER Indicate whether or not the least expensive court reporter was selected from the court reporter list. A listing of vendors that provide court reporter services is available on the <u>DOJ Intranet</u>. The listing is created and maintained by the Legal Support Operations Branch (LSOB) and is updated annually. Additional vendors may be added to the listing at any time by completing a questionnaire sent by the LSOB Headquarters Unit. For more information about the listing or to request a questionnaire, contact (916) 323-8516.
- (11a) IF NO, CHECK THE BOX THAT APPLIES Explain the reason for not selecting least expensive court reporter from the court reporter list (e.g., copy of court room transcription, opposing counsel selection, least expensive reporter does not provide the service required).
- (12) DAG INITIATING WORK Attorney requesting service must sign.
- (13) DATE Enter the date this form is being signed.
- (14) TYPED NAME AND TITLE Type name of attorney requesting service.
- (15) DIVISION/SECTION Enter division and section of attorney requesting service.
- (16) CITY Enter office location for attorney requesting service.
- (17) TELEPHONE NUMBER Enter telephone number of attorney requesting service.
- (18) APPROVAL FOR EXPENDITURE Each division requires different levels of approval: Civil SDAG; Criminal SAAG; Public Rights SAAG. This signature cannot be the same as the requester.
- (19) DATE Enter the date this form is being signed.
- (20) TYPED NAME AND TITLE Type approver's name and title.
- (21) WORK ORDER NUMBER This will be completed by the Accounting Office.
- (22) VENDOR IDENTIFICATION This will be completed by the Accounting Office.

Each Division may establish additional requirements for the use and/or approval process of the JUS A-15 form.

In all cases send the original Work Order Form plus one copy and the original invoice plus one copy to:

DEPARTMENT OF JUSTICE ACCOUNTING OFFICE 1300 | Street, Room 810 Sacramento, CA 95814

1	DEBORAH K. GACKLE, RPR, CSR			
2	OFFICIAL REPORTER UNITED STATES DISTRICT COURT			
3	CENTRAL DISTRICT OF CALIFORNIA 312 North Spring Street, Room 402-A			
4	Los Angeles, California 90012 (213) 620-1149			
5	dkgackle@sbcglobal.net			
6				
. 7	TO: Attorney General Invoice Date: 12/3/09 DAG Eric J. Kohm			
8	DAG BITC O. ROIM			
9	RE: Larsen v. Adams			
10	CV 08-4610-CAS(SS) 11/17/09 Evd. Hrg.			
11	Transcript: Pdf.			
12				
13	11/17/09 110 x pages \$.90 = \$ 99.00			
14	Minus Deposit: \$ -0-			
15	Total Now Due: : \$ 99.00			
16				
17				
18	THANK YOU			
19	1 (0			
20	1 OK			
21	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1			
22				
23				
24				
25				